PRB-1 (R. 05/2006)

RECORDS RETENTION/DISPOSITION AUTHORIZATION

STATE OF WISCONSIN

- Instructions for completion are provided on page 2.
- In accordance with s.16.61, Wis. Stats, this form must be completed, approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - If the designated records officer is allocating these numbers, he/she may assign the number subject to Board approval. Otherwise leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. RETENTION DISPOSITION AUTHORIZATION # (RDA)	
Sequential #	Suffix#
352	A
2. Agency #	3. Division #
437	500

4. Agency Name	5. Type of Request:	☐ New ☒ Amended
Department of Children and Families		☐ Sunset/Renewed ☐ Closed/Superseded

Division Name	Subdivision Name	6. Prior RDA # (if applicable) (8 digits)
Division of Enterprise Solutions	Collections Section	

7. RECORD SERIES TITLE

Central Recoveries Enhanced System (CRES)   X close

8. Record Series Life Cycle Dates			9. Type of Medium		Converted from paper	Audio	Other
Year Created	Year Discontinued	Yr. of Final Disposition	Paper	Machine Readable	to another media	Recording	(Specify)
1996	6/2016	9/2016	☒	☐	☐	☐	☐

10. RETAIN: (Specify Actual Period)				11. AFTER: (SPECIFY EVENT. If event is not specified, retention is based on creation)
Yrs	Mo	Wks	Permanent	☐ Closed/terminated/death ☐ Superseded ☐ Entered into Data System
	3		☐	☒ Other - specify: After document is scanned and verified

12. AND: (DISPOSITION)		Transfer To Wisconsin	Transfer To UW	Transfer To Other Location
☐ Destroy	☒ Confidential	☐ Historical Society	☐ Archives	☐ (Specify):

- CRES paper records are scanned and the imaged file is stored in the HummingBird Document Management System. The imaged file is the official CRES record and is covered under RDA352.

These records consist of: Tax Intercept and Levy: Notices; Letters (e.g. standard, custom, appeal); Files (e.g. intercept, pre-offset, collection); and Reports (e.g. documented debt EOS or CRES reports) or their equivalents, sent between DCF, Debtor, State Department of Revenue (DOR), or the Federal Treasury Offset Program (TOP).

14. Filing arrangement (Check all appropriate categories)
☐ Alpha   ☐ Numeric   ☐ Chronologic   ☐ Subject   ☒ Disarranged

15. Records contain personally identifiable information (If Yes, Contact Name & Phone #)	16. Record Series is Confidential (If Yes, Statute/Code)
☐ No ☒ Yes - specify: Fay Simonin (608) 267-2187	☐ No ☒ Yes - specify: s. 49.195

17. APPROVAL SIGNATURES

Agency Program Manager	Date 6/18/09	Agency Records Officer _Nancy Wetterston_	Date 6/22/09

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions on record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records be destroyed if litigation or audit involving these records has commenced.

State Archivist	Date	Executive Secretary - PRB	Date
		7/30/201	